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## **CALL TO ORDER & ATTENDANCE**

Chair Pete Woll called the May 23, 2022, Business Meeting to order at 7:00 P.M. in the conference room.

**Board members present:** Pete Woll, Chair; John Ellis; Vice Chair; Donna Pridmore, Secretary/Treasurer; Scott Rumsey Supervisor; Verdell Jackson, Supervisor; Lech Naumovich, Supervisor; being a quorum of the Board.

**Board members absent:** Roger Marsonette, Supervisor. Absence is excused.

Also, in attendance were Samantha Tappenbeck, Virginia Rigdon, Ginger Kauffman, FCD Staff; Mike Koopal, Whitefish Lake Institute; Sean Johnson, NRCS; Gordon Ash, Associate Supervisor.

## **CONSENT AGENDA**

### **Consent Agenda Item 1: Signature Authority**

- Authorization for Samantha Tappenbeck to sign on behalf of Supervisors attending the meeting virtually.

### **Consent Agenda Item 2: Financial**

(Check Detail dated 5/11/2022)

1. CHS \$225.00
2. Fisher's Technology \$249.50
3. Flathead Beacon \$528.00
4. Grizzly Security ShredEx \$76.00
5. Montana State Fund \$594.27
6. Mountain States Leasing \$1,884.86

(Check Detail dated 5/20/2022)

1. VISA – Samantha Tappenbeck \$1,189.03

### **Consent Agenda Item 3: Correspondence**

- MACD Area V Representative Vacancy
- MACD District Dispatch

### **Consent Agenda Item 4: Phone Poll - None**

Donna Pridmore motioned "to approve the consent agenda." Verdell Jackson seconded. Motion carried unanimously.

## **PUBLIC COMMENT**

No one was present to comment on items not listed on the agenda.

## **310's**

**Hodge**, FL-2022-015C, Trib. of Stillwater River, complaint: Lech Naumovich reported two complaint letters were sent and returned, and active construction is occurring. An onsite inspection will be held from the neighboring property this Thursday.

## **NEW BUSINESS**

**Whitefish Lake Institute Aquatic Invasive Species (AIS) report and funding request:** Mike Koopal, Whitefish Lake Institute (WLI), provided an update on the AIS inspection and Decontamination Station in Whitefish, and submitted a request for \$10,000 to support the operations of the station. He noted that WLI was awarded grant funding to purchase an on-demand hot water flush station. Mike also reported that the state has delisted Tiber Reservoir, and it has been given a clean bill of health. Stations are staffed from May 1<sup>st</sup> to September 30<sup>th</sup>, and they are continuing with early detection monitoring and have already intercepted 16 mussel infested boats.

Lech Naumovich motioned "to approve the WLI AIS funding request in the amount of \$10,000.00." Verdell Jackson seconded. Motion carried unanimously.

Mike provided the following updates (1) WLI is in the final stages of completing a GIS risk map associated with septic leachate. (2) A National Science Foundation workshop will be held June 9-10, which will provide discussion and information that may be applicable in Flathead County. (3) A septic study was done on Whitefish Lake in 2011 in which indicators of septic were found, but they were not able to source track. A synthetic DNA study on Whitefish Lake is being conducted, in partnership with Cornell University, which will now allow them to source track effluent leachate. The same type of study will be conducted on Lake Mary Ronan later. (4) Flathead County will be using funds for a biosolids facility. Currently septic from tanks, porta-loos etc. is being applied on agricultural land. However, with all the development, pumpers in Flathead County are concerned they will lose their privilege to spread the septic; this is permitted by DEQ.

John Ellis asked if the City of Whitefish is seeking funding to extend the sewer system. Mike stated when WLI was doing the study, they worked with the Whitefish Community Wastewater Committee for a year. The preliminary engineering report for Lion Mountain, which is just outside the city limits, earmarked connection to the sewer as the preferred alternative due to no room for replacement fields, and no funding for a communal system. The Lion Mountain community, however, shot it down. It goes back to the idea that people want services, but don't want to be annexed. Also, the city was not interested in full annexation, and didn't want anything to do with the roads etc. It would have been a simple wastewater agreement, but was also complicated by fractured bedrock, and messed up waterlines. Mike added at the time we thought we could pull in \$1 million in grants to aid with funding. The city said they would offer a 20-year deferred annexation, and some thought maybe even 30 years which would match the term length for the RSID they would have to apply to. However, the straw vote was well below 50%, which was required by the county commissioners to begin the process. Each community has different circumstances and distances to infrastructure, and in some areas, it does not

make sense to extend city services to just a few properties such as Lazy Bay. Mike noted that after a recent discussion, there may be a potential partnership situation between WLI, Legacy Partners and BNSF to provide a communal system at Lazy Bay.

**Conservation Grant extension request:** Samantha Tappenbeck explained two requests have been received to extend Conservation Grant contracts #CG2021-07 and #CG2021-11, through Dec 1, 2022. John Ellis motioned “to extend the two conservation grant contracts until 12/1/2022.” Donna Pridmore seconded. Motion carried unanimously.

**Natural Resources Conservation Service (NRCS) Civil Rights Review:** Sean Johnson explained each year NRCS is required to review the Civil Rights Responsibilities for Partners Checklist with the district Board. Sean reviewed roles and responsibilities between NRCS, Flathead Conservation District, and DNRC in the 2020 MOA, and went through the Partners Checklist. The Board signed the Affirmation of Review.

## **REPORTS**

**Flathead CD Staff:** Samantha Tappenbeck, Virginia Rigdon, and Ginger Kauffman reported:

### *Office and Administration*

310 – FCD has received twenty-six 310s to date in 2022. This includes permits and complaints. Ginger R processes, scans, and files new 310’s as they are received. Ginger R processed the 310-permits and letters from 4/11/2022 and 5/9/2022. She contacted applicants and landowners regarding onsite inspection dates, and emailed the onsite list to Supervisors, FWP, and staff.

Donna Pridmore continues to scan old 310 files as her time allows and is currently working on files dated 2006. Grizzly Shred-Ex shredded 310-files dating 2007, 2012-2016 on 5/4/22.

Bookkeeping – Secretary-Treasurer, Donna Pridmore, and Ginger K reconciled the March 2022 bank, revenue, capital improvement and credit card statements on 4/21/2022, and Ginger K compiled March 2022 End of Month Report, and Donna Pridmore presented the report to the Board at the 5/9/2022 Board meeting.

Ginger K processed payroll, payroll reports and payments on 4/13/2022 and 4/27/2022. The April Federal and State tax reporting and payments were processed on 4/27/2022. The 941 Federal Tax and Unemployment quarterly (Q1) reports and payments were completed on 3/29/2022. Ginger K processed grant invoices and in-kind match for Trumbull Creek Grant RRG-20-1750 and Krause Creek Grant RRG-21-1782 on 4/19/2022. She processed payroll, payroll reports and payments on 5/11/2022. The next payroll will be processed on 5/25/2022, along with May Federal and State tax reporting and payments. Ginger K set up the 2022/2023 payroll schedule and finalized information with the Montana Public Employees Retirement Administration (MPERA). She set up files and spreadsheets and forwarded hiring documents to Danner Pickering for the Dyer’s Woad project under the MOU with Beaverhead County Weed District (BCWD). Throughout the project Ginger K will process payroll for Danner and submit billings to BCWD for reimbursement to FCD.

Ginger set up spreadsheets and budgets in the accounting system for the Flathead River Erosion Prevention & Mitigation Study DNRC grant #WMG-22-0089A and the Trumbull Creek Restoration & Aquifer Protection Project DNRC grant #WMG-22-0086A.

Ginger K continues to process daily bookkeeping items including payroll, invoices, credit card receipts, deposits, grant billing/vendor invoices, program payments, and make updates to district files as needed.

### Budget

Ginger K has been working to set up the 2022/2023 budget worksheets. Fiscal year 2021/2022 ends June 30, 2022. She received the GIS Audit from Flathead County Finance on 5/19/22 and will begin to verify assessor numbers. The GIS Audit is due back to County Finance June 30<sup>th</sup>. The Audit will inform the County preliminary budget sheets.

### Office Support

- Staff meetings were held weekly to review staff schedules, priorities, and project deadlines, and COVID policy updates
- Samantha purchased organizational emails for supervisors and distributed for setup; Samantha also coordinated with Byte Savvy for IT support on backup and recovery
- Samantha worked with the Personnel Committee to finalize the job description, job announcement, and plan for interviews and hiring for the Conservation Program Manager Position; Samantha posted the job announcement on the FCD website, in the Daily Interlake, on the Conservation Job Board, and on Facebook

### Projects

Trumbull Creek Restoration & Aquifer Protection Project – This is a large-scale project involving multiple partners and seven landowners. FCD has secured substantial funding and match to support this project but has not secured enough funding to complete the project as proposed. Samantha coordinated with River Design Group and FCD Supervisors to determine next steps and needs moving forward. Final project designs were received from River Design Group.

FCD was awarded an additional \$25,000 in DNRC Watershed Management Grant funding for River Design Group to develop the engineered drawings and formal cost estimate for the Trumbull Creek crossing at Birch Grove Road. The DNRC grant agreement was finalized and executed.

Study of Erosion on the Flathead River/SJ28 – FCD and the Flathead River Commission were awarded \$32,500 in DNRC Watershed Management Grant funding for a scientific study of erosion caused by boat wakes. The DNRC grant #WMG-22-0089A was finalized and executed.

Samantha applied for additional funding from the DNRC HB223 Grant Program on 4/8/2022 and presented FCD's application to the RCAC Committee on 5/10/2022. The RCAC Committee recommended full funding for the project. If awarded, this would provide \$20,000 in additional funding to support the Flathead River Erosion Study.

Samantha drafted a letter to the Water Policy Interim Committee on behalf of the Flathead River Commission identifying potential outcomes of SJ28 and suggestions for refocusing the

legislative study per the directives outlined in the language of SJ28. Samantha presented to the Water Policy Interim Committee at the 5/18/22 meeting.

Samantha, Ginger R, Lech Naumovich, and Scott Rumsey installed erosion pins, took preliminary measurements, and gathered preliminary data and photo points at six locations along the Flathead River. During erosion pin installation, there was opportunity to meet and discuss resource concerns with several landowners.

The grant-funded scientific study will help fill information gaps and inform next steps and action taken by the Water Policy Interim Committee through SJ28. After receiving no responses to the initial Request for Proposals, Samantha adjusted the timeline and re-released the Request for Proposals on 4/1/22, and the deadline for responses was 4/22/22. FCD received one response, and Samantha distributed the proposal to the FCD Projects Committee and members of the Flathead River Commission to evaluate. Recommendations were provided to the FCD Board, which approved contracting with Tetra Tech. Samantha drafted a contract for services and consulted with FCD Supervisors Lech Naumovich and Pete Woll, DNRC legal counsel, and Tetra Tech to finalize the contract for services. A project kick-off meeting was held on 5/19/22 to discuss the study design and adjust the budget.

Krause Creek Restoration Project – Samantha submitted the quarterly report to DNRC. Samantha contacted the landowners and coordinated with River Design Group and FCD Supervisors to schedule a field trip to Krause Creek during the spring runoff to inspect the project installed fall 2021.

### **Programs**

College Scholarships – Samantha provided award letters and designation forms to high school guidance counselors, and prepared award certificates and packets for distribution at award ceremonies. Samantha provided award packets to Associate Supervisor Gordon Ash. Gordon attended and presented college scholarship awards to students from Glacier High School on 5/11/22 and Flathead High School on 5/25/22.

Conservation Grant Program – The application deadline was 4/30/22. We received several applications and Samantha compiled application materials and updated the program database. Samantha worked with Associate Supervisor Gordon Ash to review application materials and schedule site visits with applicants. Award decisions will be made at the 6/27/22 business meeting.

Seedlings & Native Seed Program – Samantha worked with several landowners to cost-share native grass seed through CHS Kalispell. Seedling order delivery took place on 4/19/22. Samantha, Donna Pridmore, and Gordon Ash assisted DNRC staff with unloading, sorting, and distributing orders. This year, 14 orders for 1,581 seedlings were placed through the FCD office. Of these, 640 seedlings were provided for seven landowners with financial assistance from FCD. Thousands of seedlings were delivered and distributed to Flathead County landowners during the 2021-2022 ordering season.

Pollinator Initiative – Ginger R and Samantha created an email list of program participants to coordinate outreach with information, site preparation, and seed pickup in 2022. Spring seed pickup was open 4/1/22-5/31/22. FCD distributed all one-acre's worth of the 2022 seed to many

program participants. Samantha looked into placing an additional seed order for distribution this fall.

### ***Education and Outreach***

#### **Demonstration Garden**

Samantha and Ginger R compiled a to-do list for spring maintenance and projects in the Demonstration Garden. On 4/8/2022, Samantha hosted a field trip from Little Dreamers daycare center and led the students in activities, a trash cleanup, and pollinator seed collection. Spring maintenance to date has been delayed by several snow events and hard freezes.

Samantha coordinated with the irrigation company to hook up the irrigation system for the spring/summer season. Ginger R and Samantha worked on maintenance including mowing and weeding. Samantha contacted a landscaping company and Montana CAD to obtain quotes for work and maintenance. Samantha communicated with CHS Agronomy to develop a plan for the cover crop installation. A volunteer workday was held on 5/20/22 to weed, till, mulch, maintain and install practices.

#### **Land Stewardship Series**

Ginger R set up registration for the Land Stewardship Series of workshops. Ginger R and Samantha coordinated with partners to finalize dates and workshop logistics. The first workshop in the series, Weed Identification and Management, was rescheduled several times due to inclement weather, and is scheduled to take place on 5/24/22 in the FCD Demonstration Garden. The next workshop is being held the evening of 5/24/22 and will cover Forest Management.

#### **Living in the Flathead Guidebook and Website**

Flathead CD is working with a group of partner agencies and organizations on a booklet and companion website that is intended to be a guide to living in the Flathead. Topics will include living with wildlife, living with wildfire, weed control, responsible recreation, living by water, and more. Samantha drafted content for the 'Living by Water' section and met with partners to review the current draft. Samantha coordinated with Flathead Lakers staff to submit a funding request to the FCD Board to support development of the guide, and upon approval by the Board, worked with Ginger K to process the payment.

**Advertisements** – FCD ran advertisements in the Flathead Beacon for 310 Permits (4/14/22), “watch your wake” to prevent boat-driven erosion (4/28/22), 310 Permits (5/12/22), and ISO new membership on the Flathead River Commission (5/26/22).

**Website** – Over the past 28 days, the website was visited by 755 unique users. Our site was reached through organic search (67%), direct access (29%), social media (3.1%), and referral from other sites (1.2%). The most viewed posts/pages beyond the FCD homepage were: 1) a blog post about heeling in bareroot trees, 2) a blog post about larch needles turning yellow 3) a blog post about options for lawn alternatives.

**Social Media** – Over the past 28 days, the FCD Facebook page gained 4 new followers, posts reached 3,072 people, and there were 147 post engagements. Over the last 30 days, the FCD Instagram page gained 15 new followers, posts reached 271 accounts, and there were 101 post interactions.

eNewsletter – The Local Dirt was distributed on 4/4/22 and 5/2/22 to approximately 721 recipients and posted on Facebook. The April issue included information about upcoming events, available programs, and a blog post about stink-free composting. The May issue included information about upcoming events, available programs, and a blog post about biocontrol. The April issue was opened 669 times by 343 people and clicked 151 times by 60 people. The May issue was opened 520 times by 333 people and clicked 77 times by 35 people.

### *Partnerships*

- Samantha and Ginger R attended the Area V staff meeting on 4/5/2022
- Samantha and Ginger R attended the FRC meeting on 4/6/2022
- Ginger R attended the Earth Day event at FVCC on 4/22/2022
- Samantha and Ginger R attended and Area V Staff Meeting in Missoula on 4/5/2022
- Samantha and Ginger R attended several Family Forestry Expo planning meetings during the month of April
- Samantha and Ginger R attended the Flathead River Commission meetings on 4/6/2022 and 5/4/2022
- Samantha participated in a Flathead Restoration Review Discussion on 4/18/2022 with local partners and Franz Ingelfinger, former Fish, Wildlife & Parks Restoration Ecologist to discuss lessons learned
- Samantha and Ginger R along with several supervisors attended the Family Forestry Expo on 5/2-6/22. They led the riparian station and 1132 children attended. Ginger R tabled at the Family Forestry Expo on 5/7/22
- Samantha participated in several Nutrient Work Group meetings during April and May



Samantha, Ginger R, Lech Naumovich, and Scott Rumsey installed erosion pins and collected preliminary data and photo points at several locations along the Flathead River.

**Natural Resources Conservation Service (NRCS):** Sean Johnson reported

➤ **Programs**

- Environmental Quality Incentive Program (EQIP)
  - Continuing to work through our initially funded EQIP applications
- Joint Chief's (JC)– FY22 Funding
  - Received initially funded applications. Waiting to hear if we will be receiving any additional funding for the year
- Conservation Stewardship Program (CSP)
  - Funding announced. Working on developing final contract for selected applicants.

➤ **Review Items**

- Attended Tree Farm Tour at Section 1 LLC on 5/11
- Attended NRCS forestry Technical Service Provider (TSP) training in Whitefish on 5/11
  - 9 foresters showed up
- Working on getting a video team out this summer to start create a video for the Joint Chief project
  - Will be making first site visit on 6/16 to Section 1 LLC property

➤ **Upcoming Items**

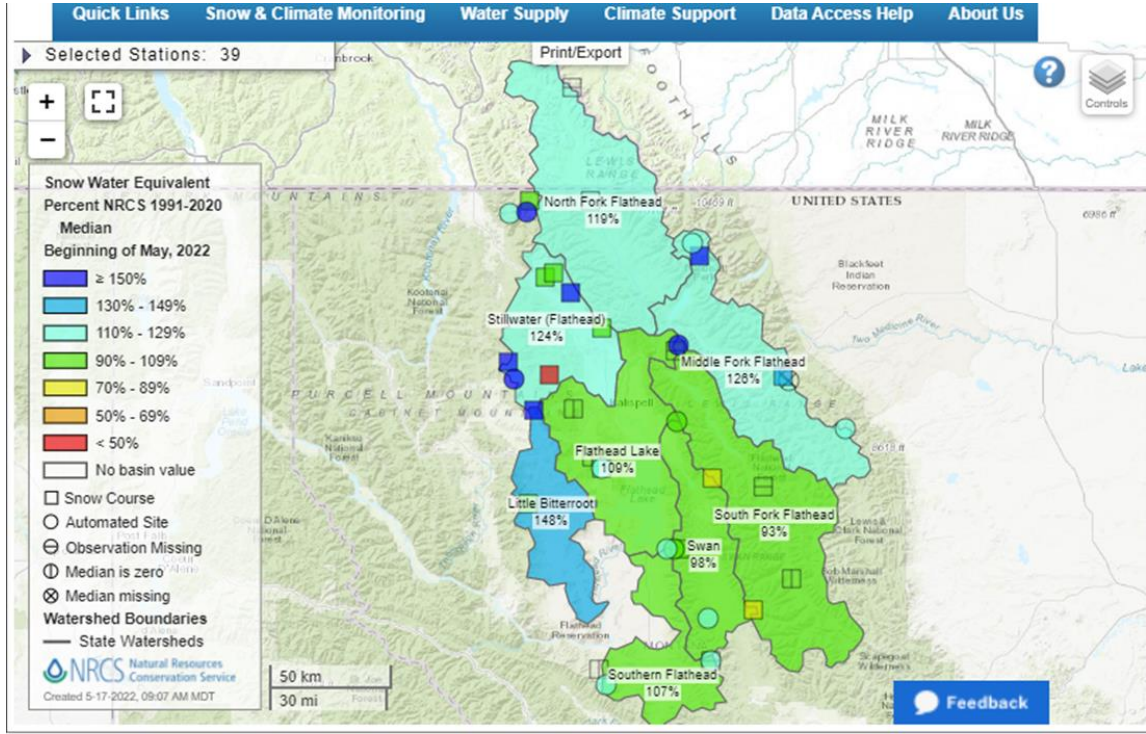
- FireSafe Flathead Meeting on 5/26 and 6/23
- New Pathways intern starting on June 6<sup>th</sup>
- Assisting with tour of Glen Lake area on 6/1 for Congressional District 1 candidate Monica Tranel

➤ **Miscellaneous**

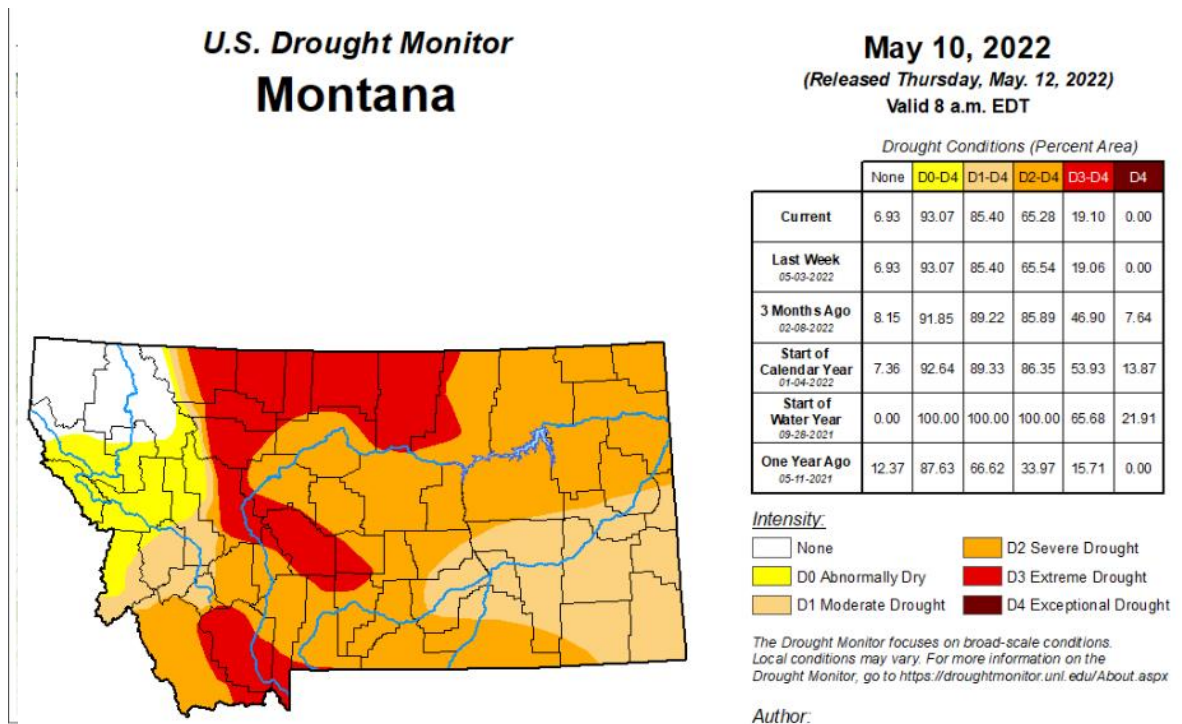
- Drought
  - State moving in the right direction finally. Last report to FCD board was on 3/28 when 52% of the state was in D3, 30% D2, and 3% D1
- Snow Survey
  - The Flathead Basin is up to 111% of normal overall so far as of May 1<sup>st</sup> due to a cool spring so far
    - January was at 107%, February was 97%, March was 94%, April was 93%



## May Water Supply Outlook Report



## May Drought Monitor



**DNRC Conservation Districts Bureau:** Hailey Graf provided the following report:

**PUBLIC MEETING NOTICE BEST PRACTICES**

We have recently received questions from several CDs about the minimum legal requirement for noticing a public meeting. Legally, pursuant to MCA 2-3-103, public notice of a meeting must be “adequate.” But what exactly does adequate mean? In consultation with Caitlin Overland for legal guidance, we learned that 48 hours should be considered the minimum time of public notice, but 72 hours (or more) is good practice. Also, consistency is key. Whether in terms of time or location of notice, consistency is important. So, if notice has always been provided 72 hours prior to a meeting and this is what the community has come to expect, don’t change it. In addition to being posted at the same time, it should be posted in the same location too. This could be the newspaper, a website, and/or a building such as the post office.

**PROCUREMENT 101 TRAINING FOR SUPERVISORS AND STAFF!!!**

During the next Roundtable discussion on May 18<sup>th</sup> at 10 AM, I will be hosting a Procurement 101 Training. This is a great opportunity to learn about solicitation methods, advertising requirements, tips and tricks for contracting, and a CD’s legal obligations. I invite anyone who deals with CD finances or operations to attend including CD staff and Supervisors.

**CDB STRATEGIC PLANNING UPDATE**

The CDB team was finally able to get together for an intense and productive round of strategic planning. We were able to take all the comments, recommendations, and concerns from CDs, as well as our own thoughts and hash through them until we came up with priorities, goals, and strategies. A few themes from the planning effort included strategies to empower CDs, trainings for Supervisors, updating our entire grant program, and strengthening beneficial partnerships. We’ll be releasing a draft plan later this spring and can’t wait to hear your thoughts.

**DISASTER MITIGATION FUNDING – INPUT NEEDED**

We are currently exploring an opportunity to apply for disaster mitigation funding from FEMA. We would like to use the funding towards the salaries for a Leadership Committee, composed of CD staff and/or supervisors, who would develop CD programs related to fire, flood, drought, and climate disaster mitigation. Over the course of three years, this Leadership Committee would research and develop programs for CDs then provide CDs across the state with everything they need to adopt the programs in their own communities. This might include professional development, supplies and materials, program guidelines, and technical support. If you’re interested in being on the Leadership Committee, would like more information about this possibility, or have any comments, please contact me.

As always, if you have any questions, concerns, program development ideas, or projects that you need assistance with, please reach out. And if you need any resources for training/onboarding new supervisors, please let me know that too!

**Flathead County Planning Board (FCPB):** Verdell Jackson reported three small subdivisions were approved.

**Whitefish City Planning Board (WCPB):** John Ellis reported there were two items relevant to the conservation district (1) a project to put a 3-story building on the corner of 6<sup>th</sup> Street and Spokane where the current ReMax office is. The lot slopes to the river. The bike path already

exists on that property, so nothing they are building will cross the bike path. The owner of the building is also purchasing a lot south of Spokane, and that lot, where the bike path goes, will connect to the motel that used to be the Stump Town Inn. The property just south will be purchased by the people developing the ReMax property and will be donated to the City for a park; except for 27 parking places within in it. If the developer donates the property, the City is requiring that he pave the trail. It is currently a gravel trail from the ReMax property to just north of the motel property. John explained to the developer if he paves before transferring the property to the City, he will need to first apply for a 310-permit. And, if the property is transferred to the City prior to paving, the City must apply for a 124- permit. John suggested to Kenny Breidinger that it would be better to move the trail inward (back east) a little bit from where it currently is. The developer said he will apply for a trail connecting the bike path to the river and a dock. John told him he would need a 310-permit for that also. John noted that most of the properties north of Hwy 93 have put in trails and docks. (2) The thrift store property by Depratu Ford runs all the way back to the river. The City is going to split the property into commercial and residential fronting the river and build Kalispell Avenue. The City rezoned the property to a WR2 to allow subdividing it to put in duplexes. When they develop that, there is another section of the Whitefish Trail behind there that will connect to some of the sections that have paths to nowhere right now.

Discussion held regarding the special meeting between the District and the City of Whitefish. Samantha Tappenbeck explained Ginger Rigdon has developed a map showing where the Whitefish Trail is/is not permitted for that meeting. We are still waiting on a response from the City on what dates will work for them.

**Haskill Basin Watershed Council (HBWC):** Ginger Rigdon will attend the June 6<sup>th</sup> meeting.

**Flathead Basin Commission (FBC):** Lech Naumovich reported the FBC held a two-day quarterly meeting at Grouse Mountain Lodge where discussion included septic leachate, funding for FBC, and the Flathead River Erosion Study. Lech noted that the FBC has developed a 2-year action plan.

**Flathead River Commission (FRC):** Donna Pridmore reported members from the FRC participated in the discussion with the project manager from Tetra Tech regarding the Flathead River Erosion Study.

#### **MATTERS OF THE BOARD/STAFF**

**Krause Creek field trip:** Samantha Tappenbeck explained that a field trip to Krause Creek to view the restoration project that was installed last fall will be held Tuesday, May 31<sup>st</sup>. Krause Creek is flowing near bank full, and will provide opportunity to see the phase-1 installation in action. Landowners Don and Mary Garner have kindly opened their property to view the project site. River Design Group will also attend to add technical insight and discuss project specifics. Samantha will email final times and carpool information.

**Budget meeting:** Samantha Tappenbeck explained the Board needs to schedule a meeting to set the FY 2022/2023 preliminary budget. The meeting was tentatively scheduled for Thursday, June 30, 10:00 A.M.

**Conservation Grant applications:** Samantha Tappenbeck explained six applications have been received for FY 2022/2023 projects. Site visits need to be scheduled, and award decisions will be made at the June business meeting. Gordon Ash has volunteered to help with site visits.

**NW MT Fair Booth:** Samantha Tappenbeck asked if board approval is needed for payment of any recurring expenses such as for the fair booth. Supervisors noted the fair booth is in the workplan and was approved in the budget. Payment will be presented to the Board on the Check Detail for review and approval. Donna Pridmore noted that the information could also be added to the Staff Report. Pete Woll signed the application/agreement.

**Organizational Emails:** Samantha Tappenbeck asked if Supervisors have been able to set up district emails, and discussion was held on process to complete set up.

The next 310-meeting is scheduled for Monday, June 13, 2022, 7:00 P.M. in-person and via ZOOM, in the conference room at 133 Interstate Lane, Kalispell, MT.

Adjournment: John Ellis motioned “to adjourn. Lech Naumovich seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 9:15 P.M.

Submitted By:

Ginger Kauffman  
Administrator

Reviewed By:

Samantha Tappenbeck  
Resource Conservationist

Minutes approved by FCD Board motion made on:

6/27/2022  
(Date)

Pete Woll  
(Signature)

Chair  
(Title – Chair etc.)